

PUBLIC RIGHT-OF-WAY EVENT PERMIT REQUEST
Applicant Instructions

A Permit Request Form **must** be submitted no less than fourteen (14) calendar days prior to the proposed event when a street/lane closure is proposed, or if the event will result in significant traffic disruptions. When closures are not proposed, the Permit Request Form must be submitted no less than three (3) working days prior to the event.

Steps to Follow:

1. ___ Complete attached Permit Request Form.
2. ___ A street barricade plan must be prepared by a licensed barricade company when proposing street/lane closures. (Often, barricade companies will forward plan directly to the City for approval.)
3. ___ Attach Certificate of Insurance (\$1,000,000 minimum - Comprehensive, General Liability) naming the City of Las Vegas & Metropolitan Police Department as "additional insured" for event. (The Certificate of Insurance is not required for neighborhood block parties provided the street barricade plan is acceptable.)
4. ___ The Permit Request Form can be taken to the Las Vegas Metropolitan Police Department (LVMPD), Special Events Office [Clark County Government Center, 500 South Grand Central Parkway in the Business License Section on the 3rd Floor] **or** to the City of Las Vegas Department of Public Works (CLVDPW) [City Hall Tower, 400 East Stewart, 4th Floor (702) 229-6276] The application can also be faxed to the CLVDPW @ (702) 382-0848.
5. ___ Once approved by LVMPD, the CLVDPW will process the Permit Request Form acquiring the appropriate approvals. The Applicant will be provided a copy of the approved Permit.

FOR PARADE OR COMMUNITY STREET CLOSURE REQUESTS,
PERMITTEE IS REQUIRED TO:

1. Secure barricades (with lights or flashers) at their own expense.
2. Leave a wide enough passage around barricades for any ingress or egress of emergency vehicles (20 feet required).
3. Provide necessary official traffic control personnel when requested (contact LVMPD @ 229-3442).
4. Provide maps or other information when requested.
5. Abide by City Ordinances. Unreasonably loud, disturbing and unnecessary noise (such as the playing of a radio, phonograph or musical instruments, yelling, shouting, singing, etc.) which annoys or disturbs the quiet, comfort or repose of any persons in any office, hospital, dwelling, hotel, or other type of residence (particularly between the hours of 11:00 PM and 7:00 AM) is prohibited within the City limits (City Ordinance 9.16.030).

Neighborhood Block Parties Only

1. Submit with this form, the signatures of all residents on the block who will be affected by the street closure and a small map showing the street to be blocked.
2. Place a large sign on barricades identifying the street as being closed to through traffic stating "Block Party in Progress."
3. Notify LVMPD Area Command (229-3111) and Fire Services (229-0291) when Block Party begins and ends. Clean the area after the party, collecting trash and other items before removing street barricades.



CITY OF LAS VEGAS - PUBLIC RIGHT-OF-WAY EVENT PERMIT REQUEST FORM

Request Date: _____	_____
Name of Event: _____ _____	Name of Organization/Person Requesting Event Permit _____ Address _____ City, State ZIP _____ Telephone/Cell/Pager Numbers _____ FAX Number _____
TYPE OF EVENT: ____ Parade ____ Block Party (Neighborhood/Community) ____ Other Event	If different from above: Name of Person, Organization, Company responsible for cost incurred by the City of Las Vegas and Metropolitan Police Department as a consequence of this event: _____ _____ _____

Date(s) of Event _____ Assembly Time _____ Start Time _____ Finish Time _____
Location & Description of Event: _____ _____
Street/Lane Closure Required: No _____ Yes _____ Street Name: _____
Times of Proposed Street/Lane Closure(s): Assembly Time _____ Start Time _____ Finish Time _____
Estimated No. of Participants: _____ Estimated No. of Vehicles: _____
Litter Collection/Cleanup By: _____ Fee: _____
Open Fires or Pyrotechnics: No _____ Yes _____ (Fire Prevention 229-0366) Attach Permit
Portable Restrooms Required: No _____ Yes _____
Location(s): _____
Sale of Food, Beverages or Other Merchandise: No _____ Yes _____ (Business Licensing 229-6281)
State Roadways Use: No _____ Yes _____ (NDOT 385-6508) Attach Permit

FOR OFFICIAL USE ONLY

APPROVALS AND SPECIAL REQUIREMENTS

LV METRO POLICE DEPT.

DATE _____

Special requirements:

FIRE SERVICES (Road Closures Only)

DATE _____

Special requirements:

DEPARTMENT OF PUBLIC WORKS:

DATE _____

Special requirements:

CITY MANAGER

DATE _____

FREMONT STREET EXPERIENCE (Downtown Events Only)

DATE _____

DISTRIBUTION: LVMPD____ APPLICANT____ FIRE____ PUBLIC WORKS____ PARKING ENFORCEMENT____ BUSINESS LICENSE____ OTHER____(102001)